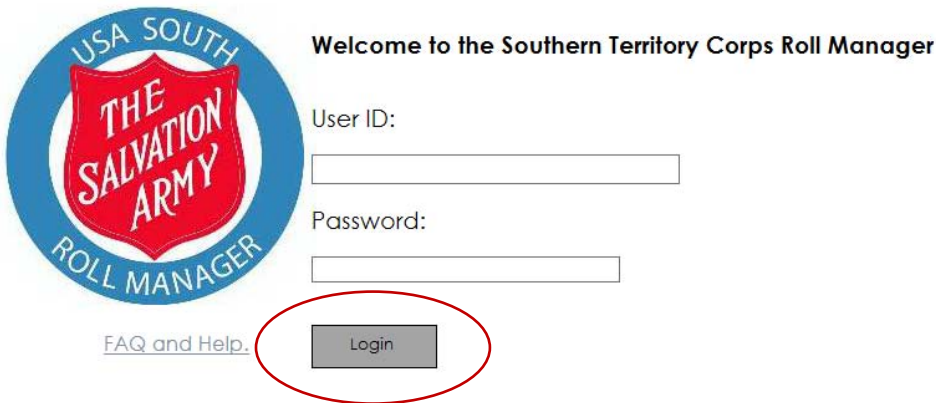


STEP BY STEP INSTRUCTIONS FOR SA ROLL MANAGER (TRANSFERRING A JUNIOR SOLDIER TO THE SENIOR SOLDIER'S ROLL)

ACCESSING THE SA ROLL MANAGER SYSTEM

1. Open your internet browser and go to the following site:

www.sarollmanager.org



Welcome to the Southern Territory Corps Roll Manager

User ID:

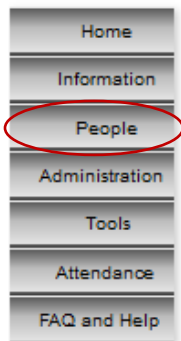
Password:

[FAQ and Help.](#)

2. Type your unique user ID and password provided by your Divisional Statistician and click **“Login”**.

HOW TO TRANSFER A PERSON FROM THE JUNIOR SOLDIER'S ROLL TO THE SENIOR SOLDIER'S ROLL

1. Click **“People”**



Home Menu

[Favorites](#) [Birthdays](#) [Anniversaries](#) [Events](#) [Top 10 Stats](#)

[Users and Logins](#)
[Manage Corps/Unit Setup](#)
[Manage Programs](#)
[Manage Local Officers](#)

Favorite Link 5 not specified

[Manage my profile/favorites.](#)

WARNING: Of the 656 Persons (Active) in this Corps: [Click Here to review](#)

371 have proper birthdays entered.

656 have proper Gender entered.

17 have proper Anni

151 have no birthday set.

0 have no Gender set.

0 Married but has nc

2. Enter 1 or more letters of the person's last name and click "Search"

People Menu

Program: Sort by:

Last: First:

(Enter part of the last, first, and/or select a Program and click on Search)

LAST	FIRST	GENDER	DOB	AGE
Frost	Jack	Male	02/02/1998	17
1Bellerd	Ulle	Female	4/26/1947	68
1Boone	Yvonne	Male	6/29/1960	55
1Cesh	Serina	Female	4/15/1947	68
1Chendler	Jana	Female	7/6/1990	25
1Chese	Hayden	Female	9/6/1958	57

3. Click on the person's last name to access the record

People Menu

Program: Sort by:

Last: First:

(Enter part of the last, first, and/or select a Program and click on Search)

LAST	FIRST	GENDER	DOB	AGE
Johnson	William	Male	02/08/1998	17

4. Click "Memberships"

Person Details: Johnson, William

Personal	Contact Info	Memberships	Family	Other
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Last Name: *(No quotes, use underscore_)
Johnson

First Name: *(No quotes, use underscore_)
William

Title

Status*
Active

Privacy Option:*
Private

Head of Household*
No

DOB
(17) 02/08/1998 (MM/DD/YYYY)

Gender*
Male

Marital Status

Date

First Contact TSA
None selected

Grade in School:(Some Program membership)
None

Comment

Note: * = Required Field

5. Click "Edit Membership"

Person Details: Johnson, William

Personal	Contact Info	Memberships	Family	Other
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Program
[Junior Soldier](#)
[Rocket Club](#)

Enroll
10/8/2013
7/3/2013

Edit Memberships

Click to Add / Edit Memberships

6. Next to their Junior Soldier’s membership click **“Transfer”** under the Change column

Girl Guard	Not a Member		Make Active (R) (Pending DHQ Approval)
Gospel Performing Arts	Not a Member		Make Active
Inactive Women	Not a Member		Make Active
Jr. Community Care	Not a Member		Make Active (R) (Pending DHQ Approval)
Junior Soldier	Active	10/8/2013	Make Pend-Remove Transfer
Mens Fellowship Club	Not a Member		Make Active (R)
Moonbeams	Not a Member		Make Active (R) (Pending DHQ Approval)

7. Next to Transfer to Senior Soldier select **“Click to Transfer”**

Transfer Options.

Current Membership:	Junior Soldier
Person:	Johnson, William
Enroll Date*	9/16/2015
Transfer to Church Service	<input type="button" value="Click to Transfer"/>
Transfer to Adherents	<input type="button" value="Click to Transfer"/>
Transfer to Recruits	Not Allowed by Rule.
Transfer to Junior Soldier	Not Allowed by Rule.
<u>Transfer to Senior Soldier</u> →	<input type="button" value="Click to Transfer"/>

Note: * = Required Field. Update the Enroll date and Transfer to the new Program.

8. The screen will return to the membership listing. Scroll down and click **“Senior Soldier”** to update the enrollment date.

Recruits	Not a Member		Already in Senior Soldier
Rocket Club	Active	7/3/2013	Remove Membership
Scrapbooking	Not a Member		Make Active (R) (Pending DHQ Approval)
Senior Brass Band Must be: Senior Soldier	Not a Member		Make Active
Senior Soldier	Active	9/16/2015	Make Pend-Remove Transfer
Senior Tlr Must be: senior soldier	Not a Member		Make Active
Singing Company	Not a Member		Make Active
Songsters Must be: Senior Soldier	Not a Member		Make Active
Sr Pastoral Care Council Must be: Senior Soldier	Not a Member		Make Active

9. Update the enrollment date with 2 digits for the month, 2 digits for the day and 4 digits for the year, click **“Save”** and then click **“Home”** to return to the Main Menu.

Program Info for: 8458 Johnson, William

Home

Information

People

Administration

Tools

Attendance

FAQ and Help

Program Name: **Senior Soldier**
 Program Desc.: All Senior Soldiers
 Sponsor Name:
 Member Status: **Active**
 Date Added: 9/16/2015 12:00 AM Updated by: OfficerD
 =====
 Program Mem Notes:
 (No quotes, use underscore_)

Senior Soldier Info
 Program attendance is: Satisfactory Active
 Date Of Birth: 02/08/1998 (MM/DD/YYYY) (17)
 Enroll Date: 09/13/2015 (MM/DD/YYYY)
 Uniform: X
 Cartridge: X
 UnSatisfactory Reason:

Save

Next